



ADMINISTRATIVE NOTES

U.S. GOVERNMENT PRINTING OFFICE
SUPERINTENDENT OF DOCUMENTS
LIBRARY PROGRAMS SERVICE



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NEW YEAR'S RESOLUTIONS FOR DEPOSITORY LIBRARIES

The Library Programs Service asks for your cooperation in helping us to serve you better during 1984. As you know, LPS provides instructions for completing the Update Selection Printout, Amendment of Selection Cards, Paper and Microfiche Claims, Surveys, etc. However, LPS finds that libraries often fail to follow these instructions. As a result, LPS is hampered in its efforts to provide the kind of prompt, effective service that depository libraries deserve. Thus, we are asking each depository librarian this New Year of 1984 to take the following pledge:

"I, _____, Documents Librarian, hereby resolve to:

- circle the item number and classification number for each title being claimed and not underline or use a highlighter pen.
- have one person responsible for signing the claim forms to reduce mistaken claims.
- complete the mailing address at the bottom of the combined shipping list/claim form, GPO Form 3794 Depository Library Request for Information, GPO Form 3495 Amendment to Selections, etc.
- provide a consistent mailing address, not several variations for the same library.
- file claims for paper and microfiche titles within 60 calendar days of receipt of the shipment.
- use the correct depository library number for my institution.
- discard ALL old claim forms and use only the combined shipping list/claim form.
- specify the exact shipment number when claiming a shipping list, e.g.: 831129-4# or 831203-1.

- contact the Regional or nearest Selective first for any missing shipping list, since they can provide the form most expeditiously.
- use GPO Form 3794 Depository Library Request for Information, rather than a letter, to claim an Automatic Mail title, or to inquire whether a particular title will be distributed.
- select only active item numbers on the "Amendment to Selection" form by keeping current with the discontinued items in Administrative Notes and in the Appendices to the List of Classes.
- enter the item number and depository library number on the OCR scanning sheets and Amendment to Selection Cards in the proper format, e.g.: 0195A, 0013B.
- review all communications being sent to the Library Programs Service for accuracy."

Recognizing that our relationship is a "two-way street," we at the Library Programs Service also pledge our efforts to improve services to depository libraries in 1984. Let us renew our commitment together to support the Depository Library Program and to better inform American citizens in the affairs of our Government—through documents.

We at the Library Programs Service and the United States Government Printing Office extend to all of our many friends in the depository library community: Our Best Wishes For A Happy & Prosperous New Year!

GPO AT MID-WINTER ALA

If you happen to be in Washington, D.C., for the Mid-Winter Meeting of the American Library Association, do stop by Exhibit Hall A at the Sheraton-Washington Hotel. Prominent there will be the GPO Booth, numbers 210-212, which will be open January 6th, 8:00AM-5:00PM; January 7th, 8:00AM-7:00PM; January 8th, 10:00AM-5:00PM; and January 9th, 10:00AM-5:00PM. Also, GPO's Director of Marketing, Donald E. Fossedal, will be speaking before the GODORT Federal Depository Task Force Depository Libraries Workgroup. This will take place Saturday, January 7th, 9:30AM-11:00AM, in the Forum Room of the Shoreham Hotel. There will also be opportunities for librarians to visit the Library Programs Service January 5-6 and January 11-12. Arrangements for such visits should be scheduled ahead of time with the Administrative Librarian, Dan MacGilvray (703) 557-3892. Tours of the GPO printing facility are always available on request; and arrangements for them can be made with the Legislative Liaison/Public Affairs Officer, Judy Morton (202) 275-3204.

SURVEY 83-13: SPECIAL NOTICE

Concerning recent Survey 83-13, there was not enough information provided on the title and class breakdown for item number 188-A-11. The information below was omitted from the item cards at the time they were generated from DDIS:

Item 188-A-11

Tech Notes: Computers (monthly) (P)	C 51.17:
Tech Notes: Electrotechnology (monthly) (P)	C 51.17/2:
Tech Notes: Energy (monthly) (P)	C 51.17/3:
Tech Notes: Engineering (monthly) (P)	C 51.17/4:
Tech Notes: Life Sciences (monthly) (P)	C 51.17/5:
Tech Notes: Machinery & Tools (monthly) (P)	C 51.17/6:
Tech Notes: Manufacturing (monthly) (P)	C 51.17/7:
Tech Notes: Materials (monthly) (P)	C 51.17/8:
Tech Notes: Physical Sciences (monthly) (P)	C 51.17/9:
Tech Notes: Testing & Instrumentation (monthly) (P)	C 51.17/10:
Federal Technology Catalog, Summaries of Practical Technology, NTIS Tech Notes Annual Index (P)	C 51.17/11:

Corrected item cards for 188-A-11 will be provided shortly. When you receive the cards, please do not return them to this Office, since they are for your files.

In the future, whenever a 2nd, 3rd, etc., class is associated with one item number, these class numbers and titles will be listed on the survey shipping list. However, this information will not be printed on the item cards when a survey is generated. A correction to the system is presently under review.

RETENTION INFORMATION

The Library Programs Service has received several inquiries regarding the retention requirement for monthly issues of Employment and Unemployment in State and Local Areas, (MF), Item 768-T, after the annual edition has been issued. The Bureau of Labor Statistics advises LPS that all of the issues should be retained in the collection, since the annual edition does not supersede the monthly issues. The annual edition is only a partial summary of information contained in the monthly issues.

GLITCHES

In our haste to get AD NOTES (volume 4, number 19) into the hands of librarians before Christmas, we neglected to place our alphanumeric little helper at the top right of the page. Anyone needing it should add: AN-v4n19-12/83. Also, a printing glitch resulted in two blank sheets. No text was lost, however; if you have numbered pages 1-26, you have them all.

PRESIDENT'S PRIVATE SECTOR SURVEY ON COST CONTROL

The Library Programs Service has received several inquiries concerning reports issued by the President's Private Sector Survey on Cost Control Commission. The Commission's reports are being sent to the depository libraries as they are printed. We have no way of finding out when the reports will be printed until they are delivered to LPS. Six reports have been issued to date; and information on the reports is included below. Please watch the shipping lists to learn when future reports are issued.

<u>Title</u>	<u>S.L.No.</u>	<u>Distrib.</u> <u>Date</u>	<u>SuDoc Class</u>
President's Private Sector Survey on Cost Control: Report on Boards/Commissions-Banking, Spring-Fall 1983.	P831121-3	11/21/83	Pr 40.8:C 82/B 63
President's....: Report on Federal Construction Management, Spring-Fall 1983.	P831122-1	11/22/83	Pr 40.8:C 82/c 76
President's....: Report on the Department of Health & Human Service and Social Security Administration, Spring-Fall 1983.	P831118-3	11/18/83	Pr.40.8:C 82/H 34
President's....: Report on Federal Hospital Management, Spring-Fall 1983.	P831121-1	11/21/83	Pr 40.8:C 82/H 79
President's....: Report on Privatization, Spring-Fall, 1983.	P831118-4#	11/21/83	Pr 40.8:C 82/P 93
President's....: Report on Real Property Management, Spring-Fall 1983.	P831123-3	11/23/83	Pr 40.8:C 82/R 22

TWO COOPERATIVE PUBLICATIONS

Guide to Genealogical Research and Library of Congress Council of Scholars Occasional Papers: Creativity in Statecraft, No. 1 (by Arthur M. Schlesinger, Jr.), are cooperative publications. These are sold in order to be self-sustaining, falling under Section 1903, Title 44 (USC), and cannot be sent to depositories.

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SERIALS/PERIODICALS UPDATE

- GA 1.5/12:(v.nos.&nos.) Quarterly digests of unpublished decisions of the Comptroller General of the United States. Personnel law, civilian personnel & military personnel. (OCLC 10134293) Item 546-C. (1st issue v. 26, no. 3, Apr.-June 1983) Merges 2 titles:
 1) Quarterly digest of unpublished decisions of the Comptroller General of the United States. Personnel law, civilian personnel. Item 546-C. GA 1.5/5:
 2) Quarterly digest of unpublished decisions of the Comptroller General of the United States. Personnel law, military personnel. Item 546-H. GA 1.5/11:
- HE 20.4103:(v.nos.&nos.) DRH bulletin. Radiological health. Item 498-B-14. When the title changed from BRH bulletin to DRH bulletin, the issuing body changed from the Radiological Health Bureau to the National Center for Devices and Radiological Health. The class has been changed to HE 20.4612:(v.nos.&nos.). The subtitle "Radiological health" has been added to the title because in Oct. 83 the Center began issuing another DRH bulletin. DRH bulletin. Medical devices has been classed HE 20.4612/2:(v.nos.&nos.) and added to Item 498-B-14.
- Ju 10.14:(date) Management statistics for United States courts. Item 717-X (MF). Title changed to: Federal court management statistics, with 1983.

Corrections to previous Updates:

- FHL 1.32:(v.nos.&nos.) In Administrative Notes, v. 4, no. 18 (Nov. 1983), I stated that Housing finance review was discontinued. This is partly correct. It is discontinued as a Government publication with v. 2, no. 4 (Oct. 1983). Jan. 1984- will be published by the Federal Home Loan Mortgage Corporation. Send subscriptions to: Subscription Services, Freddie Mac, P.O. Box 37248, Washington, D.C. 20013 (Sub. form in back of last Govt. issue)

Discontinued titles:

- FEM 1.109:(v.nos.&nos.) Fire technology abstracts. Item 215-L-2. Discontinued with vol. 5, no. 6 (Nov. 1982).
- HH 1.40/7:(nos.) International review. Discontinued with vol. 1, issue 4 (Oct. 1980).

Discontinued titles continued

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- I 70.21:(date) Poppies & porticos. Discontinued in 1980-1981.
- L 37.9:(v.nos.&nos.) ETA interchange. Item 754-F. Discontinued with vol. 7, no. 8 (Aug. 1981).
- L 37.11:(v.nos.&nos.) Job Corps happenings. Item 746-N-1. Discontinued with vol. 18, no. 6 (June 1982).
- L 37.310:(v.nos.&nos.) Job openings. Item 754-H. Discontinued with vol. 7, no. 5 (May 1983).
- LC 1.17:(v.nos.&nos.) The Quarterly journal of the Library of Congress. Item 788. Discontinued with vol. 40, no. 4 (fall 1983).

Discontinued titles/List of Classes

The following Periodical classes have appeared in the Discontinued List of a previous Serials Supplement but are still in the List of Classes.

- HE 20.4003/2:(v.nos.&nos.) Bulletin (National Clearinghouse for Poison Control Centers (U.S.)). Item 475-Q. Discontinued with Apr.-June 1982.
- L 37.19:(date) Youth program models and innovations. Item 780-A-9. Discontinued with Oct. 1979.
- Y 3.C 76/3:16/ CPSC memo. Item 1061-C-11. Discontinued with Aug./Sept. 1981.

BOUND CONGRESSIONAL RECORD INDEX

The Library Programs Service has had several inquiries concerning the bound Congressional Record Index, part 29 of volume 125. The indexes are always printed towards the end of the volume. Part 29, the index to volume 125, has not yet been printed. It is not expected to be available for distribution until sometime during the first quarter of 1984.

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